

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
February 22, 2011**

CALL TO ORDER:

Wil Postle, Trustee called the meeting to order at 5:32 PM at the Lincoln Public Library.

PRESENT:

Diane Walsh, Treasurer, Wil Postle, Denise Blais, and Merle Krueger (late 5:43 pm) Trustees were present. Also in attendance was Becky Boragine, Library Director and Diane Dexter, Assistant Library Director.

ABSENT:

Karen Quinn, Chairwoman.

APPROVAL OF MINUTES:

The Minutes of the January 25, 2010 meeting were reviewed. A motion to accept the Minutes was made by Denise Blais and seconded by Diane Walsh. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended two Director's

meetings at the town and met with Merle Krueger, the Town Administrator and the Public Works Director to discuss the addition to the library. It was agreed that a 48 x 48 addition will be built. They recommended that the addition to be built on the children's section side, half way down the existing building to allow for gardens and an additional exit. It was suggested using more windows to save money on matching the existing façade of the building. Approximate funds available for this project is \$480,000. During January, five computer classes were held; seven story times, five children's programs, four teen programs, and three adult programs took place. Ms. Boragine indicated that items added to the collection in January were 508 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 17,310 items. A total of 50 new patrons were given library cards. Loaned 3,911 items out to other libraries and borrowed 2,007 items. The in-house computer usage was 1, 710. The Library web pages were accessed 209,848 times. The online database usage was 886. Overdrive usage was 94 and E-Books usage was 272.

A motion to accept the Director's report was made by Diane Walsh and seconded by Denise Blais. The motion was approved unanimously.

FINANCIAL REPORT:

Treasurer Diane Walsh reported the balances as follows:

- Fines:
- Champlin Account: \$33,587.34

- **Trustees Account: \$105,964.52**
- **Checking Account: \$331.02**
- **Certificate of Deposit:**
- **Catie Kurowski Fund: \$4,156.70**

A motion that the Board agrees that all invoices being presented for payment by the Town of Lincoln are accurate and are to be paid from their respective accounts was made by Denise Blais. Motion seconded by Wil Postle. The motion was approved unanimously.

UNFINISHED BUSINESS:

The Capital Improvement project was again discussed in detail. Plans were presented for review by all board members. Ms. Boragine explained the potential new area and what was discussed at her meeting. The flow of the library is also important keep in mind. All the trustees expressed their opinion on what should be put in the new addition, it was concluded that a wish list versus a reality list needed to be given. Ms. Boragine indicated that the Town Administrator wanted to know what exactly the addition was going to include and would it be adequate for our need. Ms. Boragine also indicated that she would be preparing the library's Champlin Foundations grant request, they may be willing to help offset some of the costs by assisting with the building of a children's bathroom, interior, etc.

It was proposed that additional parking spaces/lot would be gained by this addition and the potential that configuration of a one-way

entrance/exit might be a good idea. Several trustees also expressed the desire to potentially reconfigure the current entrance area and make that space more functional. Trustee Krueger indicated that this is the time to update the library and make the library look new/different. Ms. Boragine suggested to the Trustees that a wish list be drawn up. The list includes the following:

1. Have the addition include a new main entrance – a potential atrium style, closed in with windows.
2. Move the circulation area to the existing children's area.
3. Have the addition be the new children's area and create a potential garden area outside for outside children's programs (fenced in area)
4. Re-configure the current entrance and make it a functional usable space.

Ms. Boragine also indicated is that the goal is to try and remain open while construction is underway as to not inconvenience patrons. She also indicated that there may be benefactors willing to donate and that she hoped that the Friends of the Library would be exploring those options as well.

NEW BUSINESS:

No new business.

ADJOURNMENT:

There being no further business, a motion was made by Trustee Postle and seconded by Trustee Krueger to adjourn the meeting at 6:36 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary